Scientific Publications at the Yale Peabody Museum
Author Guidelines

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The Bulletin of the Peabody Museum of Natural History publishes original research based on specimens, artifacts and related materials maintained in the collections of the Yale Peabody Museum’s curatorial divisions. The Bulletin is published twice a year, in April and October.

The Yale University Publications in Anthropology monograph series embodies the results of research in the general field of anthropology directly conducted or sponsored by the Yale University Department of Anthropology and the Yale Peabody Museum Division of Anthropology.

Interested authors should contact the Executive Editor before submission of manuscripts for possible publication. Address correspondence to:

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All manuscripts submissions are sent out for external peer review by one or more referees, as well as being reviewed internally at the Yale Peabody Museum by the Executive Editor in consultation with the Curatorial Editor-in-Chief and one or more members of the appropriate curatorial division; authors may recommend suitable referees. Submissions that require revision will be returned to authors with referee comments and recommendations. Substantial changes may require a new electronic files and print out (including revised figures, if any). Manuscripts may go through a single or several revision cycles; the failure of an author to make required changes can result in the rejection of the manuscript; unrequested changes without written justification may be treated as a new submission if substantial, or may result in rejection. Delays may result if materials are not in proper form. The author should keep copies of all materials submitted.

Extensive revisions other than typographical errors will not be allowed at the page proof stage of the production process unless the author is willing to cover the costs of any such revisions.

As at present there are no page charges for accepted manuscripts. The lead author receives one printed copy of the publication for each co-author for distribution. Contributors to the Bulletin of the Peabody Museum of Natural History also receive a free PDF file of their published paper for the personal, noncommercial use of the authors.
Manuscript Submissions

Manuscripts are always to be submitted in a standard PC or Macintosh-based word processing format. Small files may be sent as attachments to e-mail; send large files using Yale University’s free file transfer facility at http://www.yale.edu/its/email/transfer.html.

Include all graphics files (illustrations, photographs) as separate files with initial submission, so that any resolution or compatibility issues can be assessed. See below for requirements for electronic graphics files and camera ready figures, or contact the Publications Office for guidance. The Yale Peabody Museum reserves the right to reject figures and manuscripts that do not conform to these requirements.

Manuscripts will be copyedited and formatted for publication once the review process is complete and all revisions have been incorporated by the author(s). Substantial changes may require a new electronic files (including revised figures, if any). Delays may result if materials are not in proper form.

Page proofs of the copyedited and formatted manuscript are sent to the lead author for final approval. This proof copy is for checking of printer’s errors only; only trivial revisions can be made at this stage. Contributors will be charged for excessive revisions. Corrected page proofs must be returned to the Publications Office within seven days.

Titles

Titles should be short, precise and straightforwardly descriptive, succinctly conveying the manuscript’s content. Include pertinent keywords that will facilitate computerized listings. Names of new taxa should not appear in the title. Abbreviations, acronyms and hyphenated terms should be avoided, and punctuation kept to a minimum. Monographs should be organized into titled chapters. Provide titles for all figures and tables in a separate file.

Abstract

An informative abstract of up to 300 words for the Bulletin should precede the text and conform to the requirements of BioAbstracts. In general, abbreviations, acronyms and citations should not be used in the abstract. Authors have the option of also including foreign language abstracts as appropriate.

Keywords

For Bulletin, following the abstract, the author(s) should provide up to 10 keywords or terms not appearing in the title, indicating the central topics of the publication, to facilitate computerized document retrieval.

Nomenclature

The first mention of an animal or plant in the text should include the full scientific name and other pertinent attribution. All generic and specific names should be italicized. Nomenclature should conform to the currently in force International Code of Zoological Nomenclature for zoological works and the International Code of Botanical Nomenclature for botanical works.

Style

Text

Authors should write with precision, clarity and economy, and use the active voice and first person. Main headings (for example, “Introduction,” “Materials and Methods,” “Results,” “Discussion”) and subheadings that delimit different sections within the text should be explicit, descriptive, and as short as possible; hierarchical levels should be parallel and consistent throughout the manuscript.

Abbreviations and acronyms should be avoided, unless well established and used widely in the scientific literature (for example, DNA). Less widely used acronyms and abbreviations that appear more than a few times can be used if parenthetically defined at first use. Avoid the excessive use of Latin terms.

Measurements should be given in metric (SI) units, time in terms of the 24 hour clock (0930 h, not 9:30 a.m.); temperature as 32 °C; dates as 16 February 2004. See the guidelines given in Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 7th ed. (http://www.councilscienceeditors.org/publications/style.cfm), for specific examples. Do not use all capital letters for titles, headings or subheadings. Italicize only as needed for content (such as species names, non-English terms), otherwise do not include underlines, bold, italic or other formatting in the text. Indicate any special characters, accents and symbols in the margins of the manuscript. Complex mathematical formulas should be provided as image files.

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Captions are to provide all explanatory text for figures and tables; each should carry a short introductory phrase or a formal title; avoid titles, legends and footnotes, as well as excessive wording. All illustrations and photographs are to be called “Figures” and should be numbered consecutively using Arabic numerals. Use uppercase letters in Helvetica or Arial for labels within a figure. Tables are numbered separately from figures. Submit captions double-spaced on a clearly labeled separate electronic file (not attached to illustrations or tables), with a separate paragraph devoted to each figure or table number.

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Except in rare cases, footnotes should not be used, but incorporated into the text. If unavoidable, they should be kept to a minimum and be submitted double-spaced on in a separate electronic file.

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Also include here the names of illustrators and photographers of work that appears in the publication that is not by the author(s). Written permission to reproduce any copyrighted material must be submitted with the manuscript, and
proper credit included in figure captions or in the acknowledgments (see above).

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Whenever possible, all primary name-bearing types (such as holotypes, neotypes, lectotypes) based on Yale Peabody Museum specimens designated in the *Bulletin* scholarly publications should be deposited in the appropriate collection at the Yale Peabody Museum. Secondary types (such as paratypes) should be deposited in major institutional collections. Voucher specimens arising from the ecological or related work should be deposited in whole or major part in the appropriate collection at the Yale Peabody Museum.

**Authorship**

Authors named on manuscript submissions must have played a significant role in the research, writing, and in the guidance of the research being reported. Those whose role involved providing materials, specimens, financial support, field assistance or review should be recognized in the acknowledgments.

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**Citation and Reference Examples**

List citations in the text chronologically from earliest to latest; citations in the same year are listed alphabetically. For guidelines see the *CBE Style Manual*, 7th ed.

For citations in the text whenever the author’s name appears as part of the sentence structure:

- Smith (1963)
- *YUPA* style: Jones and others (1977, 1985a, 1985b)
- *Bulletin* style: Jones et al. (1977, 1985a, 1985b)

otherwise use the format:

- Scudder 1889; Mayr 1963; Jones et al. 1985a, 1985b; Straus and Sandler 1989
For articles with multiple authors but the same year, list as many authors as necessary to distinguish the citations.

Gupta, Collinson et al. 2006
Gupta, Michels et al. 2006

Citations for specific pages and figures should use the format:

Mayr (1963:236, fig. 4) Mayr (1963, pl. 4)

Journal titles should be spelled out in full in Bulletin and YUPA reference lists. Use lowercase format for journal articles, upper/lowercase title case for book titles. In reference lists provide the names of all authors and editors (use “et al.” or “and others” for names beyond the 10th). Examples:

Journal article

Book

Conference

Contribution to a book

Internet article

Internet web page

Internet database

Article in a series
Dissertation

Computer program

Newspaper articles
Guidelines for Illustrative Materials

Figures

All illustrations and photographs are to be provided at the time of submission as electronic files, or in high quality camera ready form, and prepared to professional standards. Prepare figures at just above 1:1 reproduction size to fit the width of the publication (6 inches; 15 centimeters), but no larger than 8.5” x 11”.

Figures will be evaluated for suitability for publication and a checklist of any technical improvements needed provided to the author when manuscripts are returned with reviewer comments. All final figures must be submitted with the final revised manuscript and must meet the technical requirements of this checklist. If necessary, contact the Publications Office for assistance.

All illustrations and photographs are to be called “Figures” and should be numbered consecutively using Arabic numerals. Use bold uppercase sans serif letters (Helvetica or Arial) for labels; be consistent in the use of labels throughout the manuscript. Authors may indicate the approximate desired position for figures in the text with notes in the manuscript margins, but exact placement cannot be guaranteed. Figures will be placed as close as possible to first mention as practical.

Figures (and tables) should be planned for “portrait” reproduction rather than “landscape”; no figure or table will be published larger than page size, as a tip-in, insert or fold-out. Scale bars must appear on illustrations, photographs and maps; alternatively, magnification values can be given in the accompanying caption text. Do not include the figure number or title as part of the figure itself; these should be placed in the caption, along with any definitions for any abbreviations, symbols or labels. Do not use all capital letters for headings or titles.


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Figures should be submitted as high resolution electronic TIFF or EPS files, as follows:

For black & white halftone photographs
- Required resolution is 350 ppi
- 256 grays (8-bit grayscale TIF)
- Minimum width 6 inches (2100 pixels)

For black & white line illustrations submitted as raster images (e.g., Photoshop®)
- Required resolution is 1200 ppi
- Save as bitmapped (grayscale) TIFs (to reduce file size)
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All color figures
- Required resolution is 350 ppi
- RGB 24-bit or CMYK
- Minimum width 6 inches (2100 pixels)

EPS files or the original files created in vector programs such as Adobe® Illustrator® are also acceptable (but see requirements for combination files below). Figures created from specialized software should be exported for print publication as recommended by the software maker (for example, for ArcMap® files see http://gis.esri.com/library
Combination files (those that use continuous tone screens or grayscale images in combination with type or line drawings):

- Files created in Adobe® Photoshop® must have a minimum resolution of 800 ppi at 1:1 reproduction size; however, a resolution of 1200 dpi will give the best results.
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Charts and illustrations created in Microsoft Excel® and other Microsoft Office® programs are unusable and will NOT be accepted. Do not submit final images as a figure placed into a Microsoft document.

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**Camera Ready Submissions**

Photographs should be provided as high quality black and white prints. Illustrations may be submitted as professional quality pen and ink originals or as high quality black and white copies. Alternatively, line art, such as charts, may be submitted as laser copies if printed at 600 dpi or higher on good quality glossy paper.

Material should be mounted, but not permanently, and protected with a cover sheet. Do not write on the back or front of illustrations or photographs. Provide author name(s), figure number, orientation information and special instructions as necessary on a tissue overlay only. Oversized figures should be photographically reduced before submission, or provided as electronic files.

Original materials for figures will be returned to the author(s) on publication on request.

**Tables**

Submit tables as separate electronic tab-delimited word processing files. Tabular material should be typed separately, one to a page, placed following the main text and numbered consecutively using Arabic numerals. As with figures, indicate the approximate desired position in the text with marginal notes. Do not use vertical lines or vertical writing, or all capital letters. Do not submit tables as image files.

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